

**PUBLIC WORKS COMMITTEE MINUTES**  
**MARCH 24, 2015      2:00 PM**

**IN ATTENDANCE:** Committee members: Chairman Jacob Schindel; John Butterfield and Susan Naugle; Borough Manager Charles Gable; Planning Director Scott Dellett; Public Works Director Dan Hilliard; Borough Engineer Chad Clabaugh and Borough Management Assistant Karen Meshner.

**OTHERS IN ATTENDANCE:** Council Member Becky Brown; Recycling Chairman Judie Butterfield; and Jim Hale representing the *Gettysburg Times*.

**PUBLIC COMMENT:**

There was no public comment.

**REPORTS:**

**Recycling Committee Report**

Mr. Butterfield handed the March 2015 Recycling Report to the Committee (see attached), and said that Mrs. Butterfield would be available later in the meeting to respond to her report.

**APPROVAL OF MINUTES:**

The minutes from the January 20, 2015 meeting were approved as read.

**CURRENT BUSINESS:**

**Bridge Report**

Mr. Clabaugh said that the bridge report is completed. He noted that there is nothing planned for this year, but bridge work will be discussed before next year's budget. Mr. Clabaugh indicated that Mr. Hilliard can do a lot of the bridge maintenance work, and that he will meet with Mr. Hilliard to discuss cost numbers prior to the fall.

**Middle Street Project**

Mr. Clabaugh said that the Committee is aware of the scope of the project at this point; but the main goal of this meeting was to discuss the budgeting of the project for Council's review outside of a public forum. He said that last night's public meeting was to review the scope of the project with the public, and to discuss street closures, parking and traffic flow. He provided an *East Middle Street Budgeting Recap Analysis* (3/24/15) hand-out for the Committee's inspection, and reviewed it with them. He noted that \$350,000 was earmarked for 2014 street maintenance on East Middle Street, which included paving only (did not include storm sewers, curbing, sidewalk or engineering, which were separate budget items). He pointed out that \$665,000 earmarked from the Borough in 2013 for a complete rebuild of the entire street (sewer, water, gas and sidewalks) with the current utility companies (totaling \$1.4 million), with each picking up one third of the total cost. The Borough's portion would be dedicated to street, sewer and survey design. The Gettysburg Municipal Authority (GMA) opted out of the project in 2014, leaving the total cost split for total street restoration in 2014 of \$700,000 with Columbia Gas, encompassing just trench paving and overlay work. A Memorandum of Understanding (MOU) was signed with Columbia Gas to replace the sidewalks on one side of the street only. Engineering costs would

be equally split, and Columbia Gas would pay for the survey. He explained that in March, 2015, \$505,000 was budgeted by the Borough for this project, which included Cold-in-Place Asphalt Recycling and Hot Mix overlay in addition to storm sewer work and engineering costs. Columbia Gas would replace the gas utilities and place new sidewalks on one side of the street only. He indicated that Columbia Gas would be responsible for the survey fees.

Mr. Clabaugh discussed the project cost estimate as indicated in the *Preliminary Construction Cost Estimate* report (see attached). He reminded the Committee that bids still need to go out, and that \$348,771.50 was the total estimated construction costs for contracted work. He noted that this estimate falls within \$2,000 originally budgeted by Council for East Middle Street maintenance work in 2010. He said that a lot of the work will be performed by the Gettysburg Borough Public Works Department at a significant savings for the Borough significant costs for the project. He indicated that the current total estimated construction cost for the project is \$449,586.50, which included the estimated construction cost for the storm sewer work in addition to the total estimated construction cost for contracted work (\$348,771.50, which includes a 10 percent contingency fee). He said that this project is a work in progress, and it depends on what is found under the street.

Mr. Butterfield asked if the total project cost falls within 10 percent of \$505,000. Mr. Clabaugh said that he was pretty confident that the costs fell with 10 percent, and would be closer to five percent once the bidding was completed. He noted that PennDOT will revise the permit for the traffic signal at Baltimore and Middle streets, and was hopeful that they would help with that cost. Mr. Butterfield asked if Columbia Gas was on board with the project since they had signed the MOU, and to repeat what they would pay for during the project. Mr. Clabaugh said that Columbia Gas would pay for all of the survey, survey costs, and the concrete restoration (curbing and sidewalks). He said that the Borough would do all of the asphalt work, including removal, which is nearly the same cost for the survey and design. He stated that payments would not all be made out of the Pennsylvania Infrastructure Bank (PIB) loan.

Mr. Gable recapped the 2015 budget concerning this project. He said that it was anticipated that the \$350,000 PIB loan would finance the Borough's portion of the project, and noted that the Borough was \$17,000 short as of March 15<sup>th</sup>. The Borough would need to ask Council to permit the borrowing of \$405,000 (\$388,000 PIB loan plus \$17,000 short) to fully fund the project. Mr. Butterfield asked if there would be a low interest rate with a PIB loan. Mr. Gable affirmed as long as the Borough maintains a good bond rating. Ms. Naugle said that we already have a PIB loan for the Steinwehr Avenue project. Mr. Butterfield noted that these loans are taken out for a period of 20 years. Ms. Naugle asked if the Borough would seek a PIB loan after the bidding process is completed. Mr. Gable explained several options, including the Borough loaning itself the money (least preferred option); but said that it would be more advantageous to have a firm construction cost number before we apply for the loan. Mr. Clabaugh stressed the importance of getting the bids out sooner. Mr. Gable stated that there is a six to eight week window for a PIB loan payment. Mr. Schindel asked Mr. Clabaugh what was needed from the Committee. Mr. Clabaugh said that permission from Council to proceed with the project so that bids could be secured early in order to get better cost numbers; and that without the PIB loan, need to maintain confidence to pay contractors for their work.

Ms. Naugle asked Mr. Hilliard when the Public Works Department would begin their work. Mr. Hilliard said hopefully by the end of April, 2015. Mr. Clabaugh said that construction materials could be purchased now through COSTAR, but the bidding process would reduce costs. Ms. Naugle asked if the Public Works Department would need extra help over the summer. Mr. Hilliard replied that he had asked neighboring townships for their help through the agility program. Ms. Naugle asked if the total time frame for the project was known once Columbia Gas begins their work. Mr. Hilliard said that the Borough would coordinate efforts with Columbia Gas. Mr. Clabaugh stated that storm sewers don't have as many cross pipes, so it would be longer for Columbia Gas to do their part connecting to each individual home or business. He referred the Committee to the *Project Scope & Schedule for the East Middle Street Reconstruction Project* (see attached). He said that Utility Construction (completed by Columbia Gas, GMA and the Borough) would begin on April 20<sup>th</sup> and conclude around July 31<sup>st</sup>. The Street Construction portion of the project would begin around August 3<sup>rd</sup> and end around October 15<sup>th</sup>.

## **Recycling Committee Report**

Mrs. Butterfield reported that the Recycling Committee met on March 4, 2015. She said that both interns were present, and that new members: Eric Richardson, grounds manager for Gettysburg College and intern Julia Rentsch were introduced. She noted that guests present included Bicky Redman from Adams County, and Doug Key, IESI Operations Director. The following topics were discussed: participation in the Penn State extension project on April 14<sup>th</sup>; the Green Gathering on April 25<sup>th</sup>; the sponsorship of the Arts Council Recyclable Art Contest; and Mr. Dellett's Borough Recycling Report stating that recycling tonnage is down. Mr. Key reported that residential recycling is not down and remains very high. Mr. Butterfield said that one needs to ask why commercial recycling is down. Mr. Dellett discussed the markers for recyclable materials; and that the Adams County Rescue Mission (ARM) collections have dropped (200 tons collected in 2012 and under 100 tons in 2014). Mr. Dellett stated that a check for recycling was received by the Borough based on 328 tons collected by Waste Management in 2013 and that only 250 tons were collected by IESI; and that he has no explanation for the reductions. Staff is making a continued effort to contact those businesses that have not responded by turning in their reports. He indicated that enforcement action against those non-compliers will begin in May. He had asked IESI to continue to monitor commercial business recycling, and identify those businesses who aren't recycling with support from Code Enforcement. He would like to see the Recycling Committee raise awareness for residential recycling and its benefits. He will continue to have staff update the commercial recycling database, and ask the Recycling Committee to conduct a workshop to address reporting basics and disperse recycling information.

Mr. Schindel asked if there is a penalty for haulers who do not report recyclables accurately. Ms. Naugle said that haulers pay a high fee to dump trash, and that recycling benefits the hauler in that regard. Mr. Dellett said that the market for recyclable materials is saturated and had dropped off significantly. He noted that the ARM trucks were out of service in June and July, 2014. He said that ultimately the reduction in grant money is not as significant as enforcing the ordinance. Mrs. Butterfield relayed what Ms. Redman stated at their meeting that recycling is down across the board, and that there is a worldwide glut of recyclable materials, making recycling difficult overall. Mr. Dellett said that we need to stress the things that the Borough can control: hauler identification, and better reporting mechanisms by haulers.

Mr. Butterfield asked about the Gettysburg Area Recreation Association (GARA) dumpster used for recycling. Mr. Schindel instructed Mr. Devost, Director of GARA, to get the dumpster back, and make it available for pick-up. Ms. Naugle said that recycling is a Borough-wide ordinance and needs to be enforced.

## **Other Business**

There was no other business.

The next Public Works Committee meeting will be held on Tuesday, April 21, 2015 at 2:00 PM.

With no further business Mr. Schindel adjourned the meeting at 4:50 PM.

Approved by \_\_\_\_\_  
Jacob Schindel, Chairman